

Arizona Landlord Incentive Program (ALIPS)
Program Fund Request

<u>A - Owner Information</u>	<u>B - Tenant Information</u>
Landlord/Owner Name _____	Tenant's Name _____
Mailing Address _____	Property Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Contact Number _____	Move Out Date _____
	Move Out Reason _____

C - Treatment of Security Deposit

- | | | |
|--|----|---|
| 1. Unpaid Rent - Enter amount unpaid by tenant | \$ | - |
| Note: include tenant rent statement | | |
| 2. Damages - Enter damage cost charged to tenant | \$ | - |
| Note: Include pictures and receipts for repairs | | |
| 3. Cleaning Costs - Enter cost of property cleaning | \$ | - |
| Note: Include copy of cleaning receipts | | |
| 4. Legal Costs - Enter amount to be charged to tenant | \$ | - |
| Note: Provide invoice from legal firm | | |
| 5. Lease Cancellation Penalty - Enter amount to be charged to tenant | \$ | - |
| Note: Provide copy of lease showing penalty provision | | |
| 6. Other Charges | \$ | - |
| Note: provide additional detail to document costs | | |
| 7. Total Costs - add items 1 to 7 | \$ | - |
| 8. Security Deposit - Enter amount held by landlord/owner | \$ | - |
| 9. Amount Owed or Refund Due - subtract line 7 from 8 | \$ | - |

If refund due, connect directly with Tenant

If amount owed to owner, complete Section D

D. Damage Claim

- | | | |
|---|----|---|
| 1. Total of all Charges (from line 7 above) | \$ | - |
| 2. One month's contract rent (must match lease provided for line 5) | \$ | - |
| 3. Enter lessor of line 1 or 2 above | \$ | - |
| 4. Security deposit held by Owner | \$ | - |
| 5. Subtract line 4 from line 3 above = Maximum Damage Claim | \$ | - |

**Housing
Subsidy
Approval**

**Adminis -
trator
Approval**

Note: review and complete page 2 as necessary

Program Fund Request

E - Vacancy Loss Claim

One of the following conditions must exist for a Vacancy Claim - please check the appropriate box:

	- Tenant moved without cause <u>during the term</u> of the lease without mutual agreement or early notice per lease
	- Tenant moved at <u>end of lease term</u> without providing required end of term notice
	- Owner evicted Tenant through court action and has complied with all housing law provisions

Landlord must submit verification that an earnest attempt has been made to re-lease the unit (newspaper ad, online posting, etc)

Approval

1. Enter the date the tenant moved out or the date the unit was discovered vacant

(whichever date was known first)

2. Enter the date of the last payment received by Owner in support of tenant

3. Enter the effective date of the lease for a new tenant after completing a re-rental process

4. Enter the number of days the unit was vacant during the month following

the last month that payment was received in support of the tenant

Note: do not count days in any month in which you received a rental payment

5. Vacancy Loss Calculation

\$ -

Note: Contract Rent (Sec D-2) / 30 days * line 4 above * 80%)

6. Rent Received from Tenant (if any), for the period in line 4

7. Amount claimed for vacancy loss (line 5 - line 6)

\$ -

F - Owner Certification

Have you complied with the AZ Residential Landlord and Tenant Act regarding security deposits?

Did you contact the involved Housing Subsidy Provider upon discovering the vacancy?

Was an inspection completed by the Housing Subsidy Provider?

Did you itemize and bill the tenant for damages incurred exceeding their security deposit? (include copy)

Have you included all invoices/receipts for claims and ensured they match this worksheet?

I hereby certify that the foregoing information is true and accurate to the best of my knowledge, and that all claims hereby submitted have not been previously paid. I agree and understand that inquiries may be made to verify the statements and claims in this form.

Signature of Owner or Agent**Date Signed**

Note to Owner: Please make sure all required documentation is enclosed to allow for efficient processing of this claim.